**Distance Education Committee**

**Minutes**

**Monday, November 9, 2020 1:00-2:30**

1. **Welcome and Introductions**
* Meeting began at 1:00
1. **Updates:**
* District DE Coordinator update

The email sent out last week regarding 4105 requirements update that includes Flex Day module.

DE Team is not knowledgeable about the structure and content of the Flex Day Module. Hope to get update from district soon. DE coordinators are not willing to provide workshop.

Inger- Siri is working to get clarity. I schedule that day and no one has asked me to do anything.

20% of faculty member who don’t know what they will be doing regarding AP4105.

AP4105 update: Thank you for making recommendations in our last meeting. After going over all the suggestion, I made some changes on the language, it is super helpful. Shared with Jennifer Shanoski and Siri Brown. It will go to AS to be approved. For other details, we might consider coming up with a guideline.

LTI’s- The survey aims to get input from faculty about which LTI to use next semester. Input from faculty regarding their favorites before we make a final decision. Brielle is finalizing the survey. Will be released next week. No training questions yet. LTI survey, some faculty don’t even know what LTIs we have. Just intended to evaluate the LTIs offered by the district.

Suggestions:

* + Grouping LTIs based on their pedagogical goals. Instead of saying the name of the LTI, mentioning the function might be helpful. They may not know what it is. They may not get the idea from the name.
	+ Skipping the question of what they need in the survey.
	+ Publisher resources/LTIs. Publisher’s set up everything for you. Faculty can reach out to publishers individually to learn more about them.
* *College DE Committee updates*

*BCC- Chris Bernard*- VP attended, discussed the training module for AP4105 and addressed Ap 4105 and Pathway to Poker program. We had 10 faculty make it through the first POCR. Third cohort started today.

Last week of second cohort. Building a pipeline of classes that we can get into the consortium. Completing three reviews to be certified as a college.

*COA- Jennifer* *Fowler* not here yet.

*Laney- Melissa McElvane*- We just finished a faculty survey focused on professional development needs and it went pout last week. We decided to work on district goals for the semester and broke out into different work groups. Leading goals is to explore the idea of creating a DE department. Poker will be a central component. Have not fully integrated the Poker process into the committee goals for the semester. 2 or 3 steps behind BCC. 4-6 instructors who just completed the Poker training and reviewing three courses this semester. Hope to get everything done by January. Honor Lock, Proctor exams and student privacy. Sub-groups around student privacy. Goal is to create a baseline of standards on how to use Honor Lock in particular. The faculty who are using Honorlock can get some training for what the options are for student privacy.

Issue is seeing the room and their folders.

Vicki- In terms of people of color and people of disabilities, I also received a complaint was one of the po and it was a passionate complaint about honor lock. What are the next steps? DE coordinators research what other schools are offering. Want students to feel comfortable that they are not being compromised in any way. Other schools are not adding anything new, just what is already in the contract.

Ben- Proctoring systems are currently banned at Cal. Computer science students banned it from the campus. People of color said it took 15 minutes to get their faces recognized. Flagging people of color and flagging ADA students as cheating. Serious equity issues because cannot detect skin of people of color. This is not the right way because it creates equity issues. The contract says data can be shared with law enforcement with or without a court order. It can be a problem for non-documented students.

Inger- UC Berkeley banned a few years ago. I protested it last year. I don’t think this committee should touch that. It is an Academic Senate and a union issue as well. It is not a great way to test. We can write a statement to the academic senate and PFT to ask not to use lock down software because of privacy issues.

Didem: Math and Science faculty are very happy with Honorlock service, so we may get pushback about this decision.

Chris- Academic honesty. The honest students are mad. Our union needs to help us protect our intellectual property rights. Go after the cheating for hire businesses. We need to train faculty about what is going on online, other methods to do assessment. Huge issue. When we present something to the union, we can combine all these issues, maybe we can take the lead on this.

Irina- I agree. Honor lock is problematic. As a n alternative, assessment can be recorded to be watched later on. Benefit for students. We should encourage the recording of the lectures.

*Put on agenda for next meeting. Look at what other schools are doing.*

*Merritt- Adoria* *Williams-* Honorlock at last meeting. Monica is our new chair of EDT. Meeting is tomorrow. Will discuss Poker process, maybe select 2-3 instructors at Merritt to be candidates of the program. Monica will discuss with Siri, would like one person per division to have the poker certification, not for the entire school. Working on our DE plan.

Malhi- Assembling a task force for students. A lot of students are passionate about joining the DE in some ways. If we have more representation it could be awesome, academic honesty and for other policies, it would be better to come up with a conclusion. More student prospective the better. Mali and Didem will meet before the next DE meeting.

* Student Priorities & updates
1. **Approve minutes from: October 26 Meeting**

Propose approval of minutes. Melissa, Adoria seconded. Approved.

1. **Kevin Kelly re: DE Survey 2017 and 2019.**

Kevin- We have had a couple of surveys go out, LTI survey, Laney survey etc. Think about timing so we don’t have survey fatigue. Find out needs of faculty and students heading into spring. When we want to put out a survey. I shared the results of previous surveys 2017 & 2019. We preferred not to do student survey in 2019 since we had a survey in the previous fall semester. Some questions for the faculty that were consistence to see changes over time. Think about what to ask to get longitudinal perspective. Recognizing this is a unique point in history being totally online. The answers we got in May2019 were only for the online classes, now we need to include the all faculty. Put together a needs assessment for this academic year.

Inger- I know the Laney DE committee is doing a survey also. Coordinate with them not to cause survey fatigue. Some of the questions are the same.

Kevin: In terms of timeline, we need to know what faculty and students need in terms of online classes, what type of support and resources that students need. How can we get student perspective, otherwise we need to wait until Spring 2021. It would be too late for students.

COA does not have any surveys going out.

BCC neither

Merritt- We did one. Cannot recall what is was about.

Do we know what students need? Resources, support structures.

Vicki- Kevin is spot on. We need the information this semester in order to plan for spring. Commending our DE committee. Important to ensure we are asking the right questions. We have resources, but if they don’t know how to find them, it is a problem. What are the things students can’t find in terms of specific information?

Chris- In spring 2019 survey two largest of the answers both related to students: supporting underprepared students and students who are new to online learning. The numbers jumped after pandemic. We can use the data to advertise the student services. These were the data from that faculty who has experience teaching online. Incorporate what we’ve got. Make instructors know that services for students are available.

Brielle- Currently building a sample orientation module that will include student resources shell. They can import the module in their shells. I would like to hear from

Kevin- The key is letting faculty know. The module can be grouped based on the instructional purposes. Volunteered.

Voted on having the survey this semester: approved.

Recommend changes on the survey.

Suggestions: Adding an answer option to the question “What factors of online classes would be helpful/students would like to see?” having Zoom classes being recorded and having access to the recordings.

Incorporate questions regarding online counseling to improve academic online counseling. For example, what times of academic counseling services work better for you?

Kevin: Make the question more general since all these services have synchronous services. We can ask the most preferable times for all these services. Everyone’s availability might change based on the semester.

Jennifer: Helpful to include a question about camera on requirements, we need to get students’ voice. We should ask how they feel about video requirements. We can create equity culture change around that.

Didem: Replacing the questions “The reasons you choose DE courses” with another question. Replacing it with other responsibilities and priorities that compete with distance education to see challenges that students face.

Chris: Question on student preferences online or face to face. After COVID, would they still continue taking online classes?

1. **Adding Wellness Central to Canvas Instance**

Wellness central shell to integrate in Global Navigation Menu in Canvas. Chris brought it up. Good option to integrate into our navigation bar. Suggested by Janine Greer. It includes wellness during COVID times, there are different sections like financial support, wellness, anxiety, depression etc. Does everyone agree? Yes

Didem: We should inform Mark Johnson to help us spread the words with students. Jennifer supported. Vicky said we can have a campaign around it.

1. **Combining multiple sections & FERPA**

How combo classes violate Ferpa.

Students in each section can see what is going on in another section. Seeing the discussion posts and names of others violate FERPA. Student privacy and accreditation concerns. Labs and concurrent can be combined.

After not being able to combine classes, we got some pushback from faculty. Siri asked us to find a solution that would let us combine classes without violating FERPA. One of the suggestions was to train faculty on how to create group activities on Canvas so that student will not be able to see information of the students in another section. But we cannot require any trainings. Another option would be to ask faculty to sign a form that explains what to do in combined classes not to violate student privacy. Agree and sign. We can never monitor that.

30 minute video, options.

Ideas:

* Waiver for students to sign
* Instructor work out of the primary shell and import what they need week to week.
* Sandbox
* Creating one large section and then use canvas groups to break students into sections. All student enroll in the same class, create multiple groups within Canvas. Students will know they are enrolled in a course with hundreds of students instead of 30-40.
* One page PDF: Top 5 ways of combining classes without violating FERPA.

What takes more time in combo classes?

What do other colleges do?

Continue not combining sections. Privacy issues have to outweigh the extra work.

Cheat sheet.

Attendance:

Didem Ekici

Malhi

Vicki Ferguson

Inger Stark

Adoria Williams

Chris Bernard

Melissa McElvane

Elissa Jaw

Brielle Plump

Irina Rivkin

Srujana Tumu

Judy Wong

Jennifer Fowler

Ben Allen

Kevin Kelly